

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AETC INSTRUCTION 14-101**

**29 JULY 1994**

***Intelligence***



**AIR EDUCATION AND TRAINING COMMAND  
INTELLIGENCE FUNCTIONS AND  
RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**THIS INCORPORATES CHANGE 1, 7 APRIL 1995. PARAGRAPH 3.15 IS ADDED.**

This instruction implements AFD 14-1, *Intelligence Management*, and provides guidelines for operating and maintaining intelligence functions to Headquarters Air Education and Training Command (HQ AETC), all Air National Guard (ANG), training and flying wings, groups, and squadrons assigned to AETC, Air University (AU), and respective commanders, unless otherwise directed. Wings may supplement this instruction to establish local guidelines. Coordinate draft supplements with HQ AETC Intelligence through the 2d Air Force (2 AF) or 19th Air Force (19 AF), as applicable. **Attachment 1** lists abbreviations used in this instruction and suggested reference publications.

***SUMMARY OF REVISIONS***

This revision changes functional responsibilities; changes functional address symbols; updates reference publications list; updates suggested current intelligence sources; and adds an intelligence liaison officer (ILO) sample memorandum.

**1. Major Command Responsibilities.** Air Operations Squadron, Air Operations Intelligence (AETC AOS/AOI):

- 1.1. Provides policy, guidance, and intelligence support to Numbered Air Forces (NAF), wings, groups, and the ANG.
- 1.2. Provides AETC/CC weekly current intelligence briefings for units to tailor as needed.
- 1.3. Assists units and ILOs with obtaining necessary document accounts and required intelligence documents.

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- 1.4. Evaluates command inputs for AETC ILO of the Year Award and the Air Force Intelligence Awards Program (AFIAP).
- 1.5. Manages Air Intelligence Agency Individual Mobilization Augmentees (IMA) for AETC.
- 1.6. Provides personnel for unit inspections as required.
- 1.7. Advises on command intelligence manpower authorizations (positions) and validates requirements.
- 1.8. Provides guidance on command intelligence personnel requirements to ensure maximum utilization of available resources and mission accomplishment. Monitors unit manning levels. Manages selectively manned positions. Identifies personnel to satisfy higher headquarters-task augmentation requirements.
- 1.9. Consolidates command intelligence training requirements, identifies training opportunities, and manages training quotas. Schedules personnel for selected schools, courses, and exercises.

**2. NAF Responsibilities.** 2 AF and 19 AF will:

- 2.1. Provide intelligence support to subordinate units. (**NOTE:** Because 2 AF has no headquarters intelligence function, AETC will provide support in these areas.)
- 2.2. Provide intelligence briefings to units to tailor as needed.
- 2.3. Evaluate unit inputs for AETC ILO of the Year Award and the AFIAP.
- 2.4. Schedule and provide personnel for staff assistance visits (SAV), as requested.

**3. Wing or Squadron Responsibilities.** These units will:

- 3.1. Establish procedures to support unit contingency operations, applicable unit operations plans (OPlan) and operations orders (OpOrd), and applicable memorandums of agreement (MOA) between AETC AOS/AOI and other organizations. Develop and maintain a summary of intelligence actions required to support each tasked plan.
- 3.2. Ensure current documents (instructions, operating instructions, checklists, continuity folders, etc.) are available for the activities referenced in [Attachment 2](#) when applicable to unit operations.
- 3.3. Provide each person assigned to an intelligence function an orientation to the unit intelligence organization within 30 days of arrival (for ANG, immediately upon assignment but no later than 90 days or three unit training assemblies). Classified portions will be briefed upon receipt of security clearance. This orientation supplements the base newcomer (INTRO) program and should be documented upon completion. As a minimum, the initial orientation should include the information in [Attachment 3](#).
- 3.4. Develop and monitor a wing, group, and squadron intelligence self-inspection program. Document the program according to AFI 90-201, *Inspector General Activities* (formerly AFR 123-1), and any applicable local directives.
- 3.5. Identify significant lessons learned, problems with, or inroads to training accomplished during an exercise, deployment, or conference. The ranking unit intelligence person participating in the event will submit an after-action/trip report within 30 days of his or her return. Send reports to the exercise control authority and AETC AOS/AOI with information copies to the appropriate NAF. After-action

reports for locally generated exercises are not required. Refer to the *AETC Intelligence Handbook* for format.

3.6. Review existing contingency plans (CONPlan), OPLans, OpOrds, joint support plans (JSP), MOU or memorandums of agreement (MOA), and Standard Intelligence Document List to determine document requirements.

3.7. Submit statement of intelligence interests and mission statement to 480 IG/INPM, 34 Elm St, Langley AFB VA 23665-2092, and 17 TSS/DOUL, Goodfellow AFB for validation.

3.8. Work with the security police and Office of Special Investigations to identify the type of support required by each. Crossfeed intelligence information among the three functional areas, and obtain essential elements of information (EEI) necessary to establish collection requirements.

3.9. Develop detailed OPlan specific written procedures to ensure intelligence support for required mobility, deployment, and briefing tasks according to [Attachment 4](#).

3.10. Submit a quarterly personnel status report according to [Attachment 5](#) by the 5th of the month to AETC AOS/AOI.

3.11. Ensure all personnel receive training on the intelligence oversight program. Conduct the training as part of the initial unit orientation and annually thereafter for all assigned intelligence personnel. Documentation outlining initial and annual training is required. AETC intelligence elements fall under the provisions of DoD regulation (DoD 5240.1-R, *Procedures Governing the Activities of DoD Intelligence Components That Affect United States Persons*), and AFI 14-104, *Conduct of Intelligence Activities* (formerly AFR 200-19).

3.12. Identify critical manpower requirements or shortfalls through command, personnel, and intelligence channels.

3.13. Ensure intelligence personnel are not assigned additional duties or details that interfere with their training, contingency/wartime tasking, or intelligence support responsibilities.

3.14. Submit unit input for the AFIAP to AETC AOS/AOI according to AFI 36-2847, *Intelligence Awards* (formerly AFR 900-61).

3.15. (Added) Develops a unit-specific intelligence internal training program. The program should outline the overall internal training plan and provide documentation on each session, topics covered, date of training, and personnel in attendance. The program should have a survey, test, or some form of feedback tool for measuring effectiveness. Internal training should be used to first train people to do their daily duties and second to enhance their professional intelligence skills.

#### **4. Air National Guard (ANG) Responsibilities.** ANG units will:

4.1. Review unit directives and AFR 45-1, *Purpose, Policy, and Responsibilities for Air National Guard and Air Force Reserve*, regarding advisory support.

4.2. Advise and assist ANG units according to the guidelines in the *AETC Intelligence Handbook*.

4.3. Submit unit input for the AFIAP to AETC AOS/AOI according to AFI 36-2847.

4.4. (Sector Senior Intelligence Officers) Contact augmenter units periodically and provide any requested materials which may improve unit support to OPlan tasking or the units operational mission. Maintain a copy of the most recent operational readiness inspection report, Quality Air Force

Assessment report, intelligence SAV reports, and copies of all correspondence with the augments unit.

**5. Air University (AU) Responsibilities.** The College of Aerospace Doctrine Research and Education, Intelligence (CADRE/IN) will:

- 5.1. Support CADRE mission to advance the theory and application of aerospace power in support of United States National Objectives.
- 5.2. Advise the CADRE Commander on intelligence matters.
- 5.3. Submit unit input for the AFIAP to AETC AOS/AOI according to AFI 36-2847.

**6. Wing Commander Responsibilities.** Commanders will:

- 6.1. Appoint a primary and alternate officer according to [Attachment 6](#) to carry out the ILO function if no dedicated intelligence personnel are assigned. This information will include name, grade, Social Security number (SSN), organization and functional address symbol, duty phone, and security clearance. Include an address to be used to receive classified material if different from above. Send a memorandum of appointment to AETC AOS/AOI.
- 6.2. Appoint a point of contact for receipt of intelligence materials if unit intelligence program requirements are waived.
- 6.3. Submit unit input for the AETC ILO of the Year Award.

**7. Intelligence Liaison Officer (ILO) Responsibilities.** ILOs will:

- 7.1. Perform intelligence activities as an additional duty. Use host base or other local area resources when available. This support includes briefings, visual aids, maps, and intelligence reference materials.
- 7.2. Establish and maintain intelligence liaison with 19 AF/DORI for guidance in obtaining intelligence information, training, and products necessary to support the unit mission.
- 7.3. Provide continuity to their replacement, which includes, as a minimum, an appointment memorandum, intelligence publications, briefing materials, classified documents, maps, training manuals, and headquarters correspondence reflecting policy or procedure. There must be a means of accountability whereby each ILO signs a receipt for these documents.
- 7.4. Maintain an intelligence reference library of selected intelligence documents, which may include a current intelligence read file of message traffic. See [Attachment 1](#) and [Attachment 7](#) which lists applicable publications and documents. Maintain records according to AFR 4-20, volume 2, *Disposition of Air Force Records - Records Disposition Schedule*. Post changes to publications, as required, to ensure document currency. Make sure staff and pilots know the intelligence resources available to them. Resources should be readily accessible during duty hours. Submit requests for additional intelligence documents to AETC AOS/AOI for validation.
- 7.5. Be familiar with current intelligence on the posture and activities of potentially hostile nations or terrorist forces as they affect the unit mission, facilities, and personnel. Work with the local Office of Special Investigation to determine local geopolitical influences and terrorist threats, if any. Make sure

the commander, staff, and pilots are aware of any threats. Sources of current intelligence may include products listed in [Attachment 7](#).

7.6. Assemble basic data and briefing aids required for intelligence briefings. Develop and present briefings of worldwide political and military events that are of professional interest to the commander and staff and may have an impact on unit mission. Each unit will determine its own peacetime briefing requirements.

7.7. Provide intelligence scenarios as required to support unit exercise objectives and training requirements.

7.8. Order maps as needed for current intelligence briefings, exercises, local threat and terrorist activities, and crew training from the Defense Mapping Agency through local base operations, using that agency's JMXXXX account number. When possible, mount maps in convenient locations where briefings occur.

7.9. Function is a member of the unit battle staff as directed by the commander. Ensure intelligence reference materials are available, as needed. Brief worldwide and local threat situations, as appropriate.

7.10. Provide input to AETC AOS/AOI annually by 15 January based on the unit intelligence briefing program and unique intelligence-related activities and projects. Reporting requirements are exempt according to AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* (formerly AFR 4-38). This information will also be used to aid in determining ILO of the Year Award.

GLENN A PROFITT II, Major General, USAF  
Director, Plans and Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFR 4-20, Volume 2, *Disposition of Air Force Records - Records Disposition Schedule*

AFI 14-104, *Conduct of Intelligence Activities*

AFI 36-2847, *Intelligence Awards*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* (formerly AFR 4-38)

AFR 45-1, *Purpose, Policy, and Responsibilities for Air National Guard and Air Force Reserve*

AFI 90-201, *Inspector General Activities* (formerly AFR 123-1)

DoD 5240.1-R, *Procedures Governing the Activities of DoD Intelligence Components That Affect United States Persons*

DST-2660-13-YR, *Factbook Communist World Forces, DIA (S/NF/WN)*

CPAS WF YR-XXX, *The World Factbook, CIA*

CPAS WF YR-XXX, *The World Factbook Classified Supplement, CIA (S/NF)*

MCM 3-1, Multicommand Manual 3-1, Volume 2, *Threat Reference Guide and Countertactics (S/NF/WN)*

DRS-2600-236-YR, *Briefing Aids Catalog, DIA*

DDS-2600-37-YR, *Register of Intelligence Publications, DIA (S/NF/WN)*

DRS-2600-2023-YR, *Collateral Recruiting Document List, DIA (C/NF)*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFIAP**—Air Force Intelligence Awards Program

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**AOB**—Air Order of Battle

**AOS/AOI**—Air Operations Squadron/Air Operations Intelligence

**AU**—Air University

**CADRE**—College of Aerospace Doctrine Research and Education

**CAP**—Combat/Close Air Patrol

**EI**—Essential Elements of Information

**EOB**—Electronic Order of Battle

**E&E**—Escape and Evasion

**FLOT**—Forward Line of Own Troops

**FSCL**—Fire Support Coordination Line

**GOB**—Ground Order of Battle

**HQ**—Headquarters

**ILO**—Intelligence Liaison Officer

**JSP**—Joint Support Plan

**MOA**—Memorandum of Agreement

**MOB**—Missile Order of Battle

**NAF**—Numbered Air Force

**NOB**—Naval Order of Battle

**OB**—Order of Battle

**OI**—Operating Instruction

**OPlan**—Operations Plan

**OpOrd**—Operations Order

**SAFE**—Selected Area for Evasion

**SAV**—Staff Assistance Visit

**SOP**—Standard Operating Procedure

**SSN**—Social Security Number

**TDY**—Temporary Duty



**Attachment 2****WRITTEN INSTRUCTION TOPICS**

The following topics, which are not inclusive, should be used in your unit's written instructions. Some of these topics may not apply to your operation; in which case, you should use the applicable topics.

- A2.1.** General organization and responsibilities of the intelligence flight, division, and section for all assigned personnel.
- A2.2.** Intelligence personnel training.
- A2.3.** Self-inspection procedures.
- A2.4.** Exercise development and conduct.
- A2.5.** Intelligence document and reference file management.
- A2.6.** Advisory support to ANG and USAFR units.
- A2.7.** Small computer operations and data-base management.
- A2.8.** Security.
- A2.9.** Emergency protection or removal of classified materials.
- A2.10.** Intelligence oversight program.
- A2.11.** Squadron intelligence support.
- A2.12.** Aircrew intelligence training.
- A2.13.** Current intelligence program.
- A2.14.** Target intelligence support and map, chart, and (or) target materials management.
- A2.15.** Intelligence support to the aircrew certification/verification program.
- A2.16.** Support to tactical deception (in-garrison/wartime).
- A2.17.** Maintenance of order-of-battle (OB) displays (in-garrison/wartime).
- A2.18.** Intelligence support to mission planning to include target folder development, if applicable.
- A2.19.** Mobility preparation and procedures.
- A2.20.** Evasion and escape (E&E) program.

**Attachment 3**

**ORIENTATION CHECKLIST**

**A3.1. Sponsor:**

A3.1.1. Introduction to intelligence flight personnel.

A3.1.2. Familiarity with locations of:

A3.1.2.1. Flying squadrons.

A3.1.2.2. Academic squadrons.

A3.1.2.3. Command post.

A3.1.2.4. Communications center.

A3.1.2.5. HQ and orderly room.

**A3.2. Flight Commander:**

A3.2.1. Mission and organization of the intelligence flight.

A3.2.2. Assigned aircraft capabilities and missions.

A3.2.3. Operational tasking.

**A3.3. Supervisor:**

A3.3.1. Basics of functional area equipment.

A3.3.2. Flight policies:

A3.3.2.1. Duty hours and appointments.

A3.3.2.2. Dress standards and uniform of the day.

A3.3.2.3. Additional duties and miscellaneous tasking (bay orderly, etc.).

A3.3.2.4. Airman/Noncommissioned Officer (NCO)/Company Grade Officer of the Quarter; below-the-zone (BTZ) and stripes for exceptional performers (STEP) promotions.

A3.3.2.5. Safety and security (flight line, etc.).

A3.3.2.6. Internal training program.

**A3.4. Admin Section:**

A3.4.1. Preparation of personnel action worksheet.

A3.4.2. Newcomer familiarization with the unit filing system.

A3.4.2.1. Publications.

A3.4.2.2. Intelligence operating instructions.

A3.4.2.3. Distribution boxes.

**A3.5. Branch Chiefs:**

A3.5.1. Familiarization with intelligence summary (INTSUM) and current intelligence briefings, to include preparation, scheduling, and presentation, attend current intelligence briefings.

**Attachment 4****INTELLIGENCE BRIEFING AND SUPPORT REQUIREMENTS****A4.1. Initial Situation Briefing:**

A4.1.1. These briefings are presented initially following recall or alert declaration to keep the commander and staff informed of the current situation.

A4.1.2. The briefing will include the following as applicable:

A4.1.2.1. Security classification.

A4.1.2.2. Current as of time.

A4.1.2.3. Current crisis or situation at deployment base or location.

A4.1.2.4. Local area situation (terrorist activity, subversion threats, base perimeter probes, etc.).

A4.1.2.5. Major events leading to the crisis.

A4.1.2.6. Any national decisions, if known.

A4.1.2.7. Enemy activity and force disposition in the area of operation (air, ground, and naval, as applicable).

A4.1.2.8. Possible en route hazards to flight (electronic countermeasures [ECM], meaconing, intrusion, jamming and interference [MIJI], etc.).

A4.1.2.9. Anticipated enemy actions.

A4.1.2.10. Classification reminder.

A4.1.3. Additional requirements dictated by unit mission, aircraft, and (or) role may be identified in written instructions (special operating procedures [SOP], checklists, operating instructions [OI], etc.).

**A4.2. Situation and OB Displays:**

A4.2.1. Ensure situation and OB displays are maintained where mission planning is conducted and in all workcenters where aircrews and pilots receive mission briefings.

A4.2.2. Ensure intelligence situation and OB displays are designed to meet unit combat mission needs. Charts will be of adequate scale to provide detailed threat portrayal. Units with automated battle management decision aids may maintain situation and OB displays on automated data processing systems and use hardcopy output as a backup. Units will retain the capability to manually post and display situational data in the event of ADP system failure.

A4.2.3. Develop quality control procedures to ensure standardization and accuracy of all situation and OB displays across workcenters on the same base. Units will use FM 101-5-1, *Symbolology*, and intelligence computer system symbology for developing OB symbology. As applicable to the unit mission situation or OB, displays will include:

A4.2.3.1. Air order of battle (AOB) (threat aircraft only).

A4.2.3.2. Missile order of battle (MOB).

- A4.2.3.3. Threat rings for static (non-mobile) SAMs.
- A4.2.3.4. Ground order of battle (GOB).
- A4.2.3.5. Electronic order of battle (EOB).
- A4.2.3.6. Naval order of battle (NOB).
- A4.2.3.7. Forward Line of Own Troops (FLOT).
- A4.2.3.8. Fire Support Coordination Line (FSCL).
- A4.2.3.9. Selected Area For Evasion (SAFE).
- A4.2.3.10. Early Warning (EW) and Ground Control Intercept (GCI) sites.
- A4.2.3.11. Nuclear strike warnings (STRIKEWARN).
- A4.2.3.12. Location of enemy combat air patrols (CAP).
- A4.2.3.13. Enemy paradrops and heliborne assaults in friendly territory.
- A4.2.3.14. Nuclear, biological, chemical (NBC) contaminated areas.
- A4.2.3.15. Location of nuclear detonation on friendly territory (NUDET).
- A4.2.3.16. Current day's targets or area of operations.
- A4.2.3.17. Downed aircrew locations to include search and rescue activity.
- A4.2.3.18. Safe passage corridors or airspace control data, as applicable.
- A4.2.3.19. Legend depicting all symbols and associated captions.
- A4.2.3.20. Classification and downgrading data.
- A4.2.3.21. Information as of dates/times for the following as applicable: AOB, MOB, GOB, NOB, EOB, FLOT, and FSCL.
- A4.2.3.22. Threat update status.

#### **A4.3. Mission Briefings:**

- A4.3.1. The purpose of mission briefings is to provide the latest information to assist in planning their mission.
- A4.3.2. Brief the following items as a minimum, except as noted:
  - A4.3.2.1. Security classification.
  - A4.3.2.2. General battle situation in mission area:
    - A4.3.2.2.1. Situation changes since previous briefing, if applicable.
    - A4.3.2.2.2. Known locations of enemy forces.
    - A4.3.2.2.3. FLOT, if available.
    - A4.3.2.2.4. FSCL, if available.
  - A4.3.2.3. Route threat information (ingress, target area, and egress):
    - A4.3.2.3.1. AOB.

A4.3.2.3.2. Surface to air missile (SAM) OB.

A4.3.2.3.3. Anticraft artillery (AAA) OB.

A4.3.2.3.4. GOB.

A4.3.2.3.5. Electronic OB.

A4.3.2.3.6. NOB.

A4.3.2.4. Target information:

A4.3.2.4.1. Name and significance, if known.

A4.3.2.4.2. Location.

A4.3.2.4.3. Type (CAP, contact point, landing zone (LZ), drop zone (DZ), etc.).

A4.3.2.5. E&E:

A4.3.2.5.1. SAFE and search and rescue (SAR) forces pertinent to mission.

A4.3.2.5.2. Airman status (evader, distressed, etc.).

A4.3.2.5.3. Recommended evasive actions, if applicable.

A4.3.2.5.4. Theater recovery and authentication procedures.

A4.3.2.5.5. Sanitization reminder.

A4.3.2.5.6. Evasion plan of action (EPA) development.

A4.3.2.5.7. Isolated personnel report (ISOPREP) review.

A4.3.2.5.8. Specific instructions, if available.

A4.3.2.6. Reporting and debriefing:

A4.3.2.6.1. Route and target EEI.

A4.3.2.6.2. In-flight report (INFLTREP) and mission report (MISREP) requirements.

A4.3.2.6.3. Location of debriefing.

A4.3.2.7. Survival data (special operations force [SOF] only brief item):

A4.3.2.7.1. Climatology (temperature ranges, rainfall, etc.).

A4.3.2.7.2. Terrain (elevation, vegetation, etc.).

A4.3.2.7.3. Hydrography (streams, rivers, etc.).

A4.3.2.7.4. Lines of communication (roads, trails, etc.).

A4.3.2.7.5. Demography (population, customs, etc.).

A4.3.2.8. Classification reminder.

A4.3.3. Additional requirements dictated by unit mission, aircraft, and (or) role may be identified in written instructions (SOPs, checklist, OIs, etc.).

Attachment 5

SAMPLE PERSONNEL STATUS REPORT

MEMORANDUM FOR AETC AOS/AOI

FROM:

SUBJECT: Personnel Status Report

1. Personnel assigned:

|      |     |       |           |
|------|-----|-------|-----------|
| Name | SSN | Grade | Duty AFSC |
|------|-----|-------|-----------|

2. Personnel status (include pregnancies and medical waivers):

|                |             |        |       |
|----------------|-------------|--------|-------|
|                | <u>TDYs</u> |        |       |
| Grade and Name | Location    | Reason | Dates |

|                |                        |        |       |
|----------------|------------------------|--------|-------|
|                | <u>Extended Leaves</u> |        |       |
| Grade and Name | Location               | Reason | Dates |

|                |             |      |  |
|----------------|-------------|------|--|
|                | <u>PCSs</u> |      |  |
| Grade and Name | Location    | Date |  |

3. Point of contact:

Signature Block

**Attachment 6**

**SAMPLE ILO APPOINTMENT MEMORANDUM**

MEMORANDUM FOR AETC AOS/AOI

FROM:

SUBJECT: Appointment of Intelligence Liaison Officers (ILO)

1. The following individuals are appointed as ILOs for (your base):

Primary:

Name and Grade:

SSN:

Organization/Functional Address Symbol And Duty Phone:

Security Clearance:

Alternate (Include same information as above)

2. Use the following address when mailing classified material to our location (note):

Signature Block  
(Commander or Designated Representative)

**NOTE:** Complete paragraph 2 only if you want classified material sent to a different address than what is indicated above.



**Attachment 7****SUGGESTED CURRENT INTELLIGENCE SOURCES*****Title***

ACC Global Intelligence Summary

STRATJIC Intelligence Update

USAFE Early Bird

USTRANSCOM Disum

USCENTCOM Intel Briefing Cable

GENSER Intelligence Summary

***Send Message Request TO:***

ACCIS LANGLEY AFB VA//INOC//

STRATJIC OFFUTT AFB NE//ODOP//

UTAS RAMSTEIN AB GM//7450 TIS/DOP//

USCINCTrans INTEL CENT SCOTT AFB IL//TCJ2-0//

USCINCCENT MACDILL AFB FL//CCJ2//

JICPAC OIC HONOLULU HI//OBU//